



Illinois Department of Transportation

Memorandum

To: DIRECTORS, DEPUTY DIRECTORS, AND BUREAU CHIEFS
From: Dianna L. Taylor
Bureau Chief of Personnel Management
Subject: Technical Vacancy
Date: July 20, 2016

Attached are the Position Summary Sheet and Position Description for the vacant technical position listed below. Please post this vacancy announcement July 21, 2016 in the designated areas.

The deadline for applicants to submit their names for consideration is **4:30 p.m.** on **Wednesday, August 3, 2016**. Applicants will not be accepted after that time and date.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.

All applicants will receive a position description for the position they are applying for. If you have any questions, please contact Jennifer Sunderland or Denise Hamilton at 217/782-5594.

TM VI

Senior Metropolitan Planning Manager
Bureau of Planning
Office of Planning & Programming
Springfield

Attachments
41067

Technical Applications (PM 1080) **must be received** by the Bureau of Personnel Management, Room 113, 2300 South Dirksen Parkway, Springfield, IL 62764 (Fax# 217/557-3134) or emailed to DOT.CO.BPM.EmploymentApplications@Illinois.gov by **Wednesday, August 3, 2016**, 4:30 p.m. Please include address, daytime phone and position for which applying if not already listed on application. Applicants will be notified in writing to schedule interviews.

NOTE: Please be advised that if a high volume of applications are received, the applications may be screened to establish a smaller pool of applicants for interview. The screening will be based on the information contained in the application.



Illinois Department of Transportation

An Equal Opportunity Employer

Position Summary Sheet

Classification:	Technical Manager VI	Salary Range:	\$6,535 - \$11,020
Position Title:	Senior Metropolitan Planning Manager	Union Position:	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Position Number:	PW416-23-10-303-00-01	IPR#:	41067

Office/Central Bureau/District/Work Address:

Office of Planning and Programming/Bureau of Planning/2300 S. Dirksen Pkwy, Springfield, IL

Description Of Duties:

This position is responsible for directing the preparation of information necessary for the annual and multi-year transportation improvement program, unified work program and regional transportation plan for metropolitan northeastern Illinois.

Special Qualifications:

The following is required:

- Valid driver's license
- Statewide travel which may require overnight stays

The following criteria is desired:

- Knowledge, skill and mental development equivalent to a master's degree preferably with courses related to transportation planning, urban planning or government management studies
- Minimum of four years' experience in urban transportation program planning process; and has independently performed complex public communication tasks
- Proficient in Microsoft Office

Shift/Remarks:

8:00- am – 4:30 pm / Monday - Friday

**ILLINOIS DEPARTMENT OF TRANSPORTATION
POSITION DESCRIPTION**

DATE:	February 26, 2016	POSITION:	Senior Metropolitan Planning Manager
APPROVED BY:	<u>Bruce Carmitchel</u>	OFFICE:	Planning & Programming/Planning
CODE:	PW416-23-10-303-00-01	REPORTS TO:	Metropolitan Program Planning Section Chief

Position Purpose

This position is accountable for the management of the metropolitan planning program in northeastern Illinois.

Dimensions

Annual Metropolitan Planning Program	\$40 Million
Annual Metropolitan Transportation Improvement Program	\$3.1 Billion
Multi-Year Metropolitan Transportation Improvement programs	\$13.5 Billion
Metropolitan Planning Organizations	16

Nature and Scope

This position reports to the Chief, of the Metropolitan Program Planning Section, as do the Metropolitan Planning Managers.

This position is responsible for directing the investment by the Department in transportation planning for northeastern Illinois so that it results in information necessary to prepare the annual and multi-year transportation improvement program, the unified work program and the regional transportation plan for the metropolitan area. The incumbent must understand, interpret and apply federal regulations to the transportation planning process. S/He must maintain a close working relationship with the staff of the Chicago Metropolitan Agency for Planning (CMAP), the Regional Transportation Authority (RTA) and other transportation providers in the region. The incumbent must also develop and maintain working relationships with many municipal and county governments in the region, the twelve councils of mayors, public interest groups and business organizations. In working with all of these groups, the incumbent must continually be aware of the sensitive relationships between the state and local agencies.

The greatest challenge of this position is to assure that the Department's transportation planning resources are used by CMAP and other agencies to develop implementable plans and programs consistent with statewide goals. Typical issues faced by the incumbent include; coordinating activities of all members of the Metropolitan Planning Organization (MPO) in order to produce useful products; provide leadership to the MPO agencies in resolving conflicts; work with the toll highway authority, City of Chicago and other implementers on major project planning; provide policy guidance to MPO staff; coordinate the Department's relationships with community and environmental organizations; and serve as the Department's liaison to local elected officials in northeastern Illinois regarding transportation planning issues.

The incumbent is responsible for managing the development of comprehensive unified work programs for northeastern Illinois that defines the work activities necessary to produce transportation plans that are compatible with the Department's objectives. S/He resolves administrative, procedural and technical issues that arise with the various planning and implementing agencies. S/He is accountable for coordinating the

preparation of all technical and procedural documents required to assure annual certification of the transportation planning process for the metropolitan area so that they remain eligible to receive federal funds. The incumbent is responsible for the identification of planning studies required to satisfy the transportation needs and deficiencies for metropolitan areas. S/He approves invoices of planning agencies for payment and reviews planning products and work performed by local agencies for consistency with contract requirements. The incumbent guides the planning efforts in MPOs toward compatibility with broad state investment priorities, policy goals and programming objectives but never losing sight of the local area's right to make their own transportation decisions. The incumbent is expected to resolve all problems relating to the preparation of local planning products and to make recommendation relating to departmental policy for metropolitan program planning. S/He explains and interprets federal regulations and requirements which are applicable to metropolitan planning and programming.

This position is constrained by departmental policies. This position has the authority to take actions as s/he deems appropriate to accomplish position responsibilities. S/He has the authority to make direct contact with federal agencies and executive staff of MPO member agencies. The incumbent uses his/her discretion as to matters which should be referred to his/her superiors.

The incumbent has frequent contacts internally with the Director, Deputy Director and Bureau Chief within the Office of Planning and Programming, as well as the Office of Chief Counsel, the Division of Highways, the Division of Public & Intermodal Transportation, other divisions and office to outline local and regional urban transportation planning objectives. S/He provides regular briefings to the Secretary regarding planning issues in northeastern Illinois. Contacts outside the Department include staff of the MPO, the Federal Highway Administration, the Federal Transit Administration, local elected officials, municipal councils and top management of transportation and regional planning agencies in order to coordinate and administer the metropolitan planning process. The incumbent serves on numerous committees of the MPO that guide program development. S/He will represent the Director of the Office of Planning and Programming at various meetings. Statewide travel which may require overnight stays is required.

The effectiveness of this position is measured by the degree to which the transportation plans and programs within metropolitan areas recognize state and local goals and objectives; the degree to which harmonious relationships between participants in the planning process in northeastern Illinois and the Office of Planning and Programming are achieved; and the degree to which planning funds are wisely expended.

Principal Accountabilities

1. Directs the Metropolitan Planning Program in northeastern Illinois.
2. Assures that planning funds under his/her administration are expended judiciously and within constraints of law and regulation.
3. Negotiates contracts between the MPO and the Department for the administration of Federal Metropolitan Planning Funds.
4. Resolves policy, technical, administrative and procedural problems that arise in the development of regional plans and programs.
5. Provides effective liaison between the Department and regional planning agencies, elected officials, implementing agencies and other participants in the planning process I the development of the Metropolitan Planning Program.
6. Provides leadership to MPO members in ensuring that the planning process meets the expectations of the region.

7. Reviews and evaluates the technical validity of work products and monitors program accomplishments.
8. Provides liaison activities between the Department and other implementers in the planning of major regional projects.
9. Performs duties in compliance with departmental safety rules. Performs all duties in a manner conducive to the fair and equitable treatment of all employees.
10. Performs other duties as required or assigned.